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Post Title	Active Schools Assistant
Division	Sport and Active Lifestyles
Section	Active Schools
Location	Various

Responsible to	Coordinators, Active Schools Coordinators
Responsible for	Volunteers

* Candidate's suitability will be measured by assessment in the following ways;

A – Application: **I** – Interview: **R** – References: **X** - Interview Exercise[s]

	Attributes	Essential	Desirable	Assessment
Experience				
1	Coaching groups of children and young people in sports and activities	X		A I X
2	Working with inactive, disengaged and / or hard to groups of individuals	X		A I
3	Successfully managing projects		X	A I
4	Supporting and mentoring coaches, volunteers and other deliverers		X	A I
Skills, Abilities and Knowledge				
5	Demonstrate a knowledge and understanding of the aims of the Active Schools Network and the benefits of sport and physical activity.	X		A I
6	Ability to coordinate and monitor elements of the Active Schools programme.	X		A I
7	Knowledge of the Poverty Related Attainment Gap agenda		X	A I X
8	Well organised	X		A I X
9	Customer focussed	X		A I X
10	Understanding of Health and Safety principles and working to Health and Safety procedures.	X		A I X
11	Good Leadership skills	X		
Interpersonal and Social Skills				
12	Ability to communicate and motivate inactive, disengaged and hard to reach groups of children and young people	X		A I X
13	Ability to work flexible hours	X		A I

14	Ability to work on own initiative	X		A I
15	Behave in a consistent and reliable manner whilst ensuring that everyone is treated fairly and with respect	X		A I X
16	Demonstrate a drive and desire to improve performance and deliver better services.	X		A I
17	Ability to value and promote equality and diversity within Active Schools and with partners	X		A I X
Qualifications and Training				
18	Educated to Degree level		X	A
19	Relevant National Governing Body UKCC Level 1 (or equivalent) Qualification	X		A
20	Relevant National Governing Body UKCC Level 2 (or equivalent) Qualification		X	A
21	HSE Approved First Aid Certificate – Emergency First Aid At Work or willing to attend within 6 weeks of commencement of role	X		A
22	Child Protection Training or willing to attend within 6 weeks of commencement of role	X		A
23	Positive Coaching Scotland (PCS) Double Goal Coach Workshop or willing to attend within 6 weeks of commencement of role	X		A
24	Disability Inclusion Training or willing to attend within 6 weeks of commencement of role	X		A
25	Willingness to undertake further training	X		A I
Other				
26	PVG membership for Regulated Work with Children and Protected Adults or willingness to be obtained prior to a formal offer of employment	X		A I
27	Driving license and access to a car		X	A

Prepared/Updated by: Grant Wilson – Active Schools Inclusion Manager

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